

**Application for VA 19/07, Administrative Clerk in Human Resources Office**

**CURRICULUM VITAE**

<b>Manana Kirvalidze</b>	XX Sairme str.; Apt. XX, Tbilisi, Georgia  Cell: xxx-xxx-xxx  Home: xxx-xxx-xxx  e-mail: <a href="mailto:XXXXXX@yahoo.com">XXXXXX@yahoo.com</a>
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**Qualification Highlights:**

- X years of intensive administrative experience in private and non-governmental sector; Skilled in filing and data base entries;
- X years of clerical and financial experience.
- Excellent interpersonal skills, punctual, accurate;
- Very good computer skills;
- Extensive executive skills and proficient in time management.
- Innovative, quick learner, hardworking, ability to adapt to new challenges.

<b>Education:</b>	First experimental school, Tbilisi	1996 - 2007
	Global Business Ethics Course – Junior Achievement	2004-2005
	Tbilisi Technical University – Business engineering BA in Special management and administration	2008 – 2012
<b>Trainings:</b>	Tbilisi Technical University General Management (HRM, PR)	2010/September
	Tbilisi Technical University Training course in economics	2012/March-May
	Business English Course – Certificate of Completion ELC (English Language Centre)	2012/June-August

**Working Experience:**

**2007/March – 2011/March \* *Administrative Assistant –British Petroleum***

- Provide secretarial, clerical and administrative assistance to the office. Establish and maintain filing systems; draft routine letters and memos obtain appointments for supervisors, Review outgoing correspondence, reports; Receive, control and distribute incoming correspondence; Answer incoming calls, take messages; Perform other secretarial work upon requirement.

**2004/May – 2007/February \* *Financial Manger – NGO “The Healthy World”***

- Prepare budgets for various projects governed by NGO and monitor the status of all budgets. Ensure that budgets are timely prepared in consultation with NGO Management and submitted for review by the established due dates to the board or appropriate body. Responsible to make sure that budgets contain the appropriate written justifications for the resources needed and are prepared according to the instructions and NGO policies.

**Other skills:**

Computer literacy: MS Word, MS Excel, Internet Explorer;

Ability to work with all type of office equipment.

Languages: Georgian – native; Russian – good; English - good